University of Denver
Student Bar Association
Weekly Meeting Minutes

I. Call to Order
   A. Attendance
      1. Absent: Joey, Banafsheh, Kelsey, MJ
   B. Approval of last week’s minutes
      1. Approved; none objected
      2. Knicky, Ashley, Lee abstained

II. Guest Speakers: Dean Moffat and Emily Cederberg, Assistant Registrar
   A. Scheduling survey and schedule for next semester
      1. There will be fewer students next year, so there will be fewer classes
      2. A full, though tentative, schedule should be available for Summer, Fall, and Spring 2016
         by spring break
      3. Thought will be given to demand for certain classes in certain semesters
      4. Looking for more survey responses next time
      5. Q&A and feedback about scheduling
         a. Some evening classes overlap with each other by 5 minutes, which should not be happening
         b. Responses to the survey are always helpful
         c. Academic advising will be around spring break
         d. Course descriptions are always available
         e. At this point, markings for class availability (i.e. offered every 2 years) is not possible; a list or asterisk is an option
   B. Registration Process
      1. Will being after Spring Break
      2. Office will post a “how to guide” for registration
         a. Guide is currently available on the University website
         b. But it is kind of buried
      3. Summer Registration Schedule
         a. March 30 to Apr 6
         b. Just need to add the non JD portion
      4. Fall Registration Schedule
         a. Apr 7 to Apr 15
         b. Almost exactly the same as last year
      5. New wait list procedure
         a. New automated process
         b. If a spot opens in the class, the first student on the wait list will receive an automatic email notification of this; the student will have 24 hours to drop any necessary classes and register for the wait listed class
c. After 24 hours with no action, the student will be dropped from the wait list and the next student will receive an email
d. Wait list is ranked on first come first served basis; so get on the list right away
e. Will also know what position the student is on the list
f. May wait list for up to 3 classes
g. Still, be aware of holds or credit overloads
h. This new waitlist will be implemented for the Summer registration

III. Committee Updates
A. Social
   1. Barrister’s is nearly ready
      a. Tickets will be on sale beginning of March
      b. Will meet about student conduct and what will be reported to University’s conduct board
      c. Will be looking at ways to communicate this policy; most likely on posters or an acknowledgement prior to purchasing tickets
B. Community Relations
   1. DBA Young lawyers division book drive for child care center
      a. Week before Spring Break
      b. Box for kids books in forum and around the building
C. Elections
   1. Tabling has not been a huge success, but it is only the first day
   2. Flyers for classrooms and tagging whiteboards
   3. Note that a candidacy packet is required for all students, even current SBA Senators
D. Communications
   1. Website is up to date with current bylaws

IV. Student Concerns
A. Bar Review Notifications
   1. Will be made earlier than usual
   2. Obviously some problems with new email policy
   3. But there’s been success with posters in the forum and elevators, so that is a possibility
B. Third Thursday notifications
   1. Student Affairs area, not SBA
   2. But always open to feedback

V. Adjourned